

## Block Party Street Closing Request Form

*Please mail or fax this completed form to the address below no later than two weeks before your scheduled event.*

**Date of request:** \_\_\_\_\_

**Date of Party:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Expected End Time:** \_\_\_\_\_

**Rain Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Expected End Time:** \_\_\_\_\_

**Street to be closed:** \_\_\_\_\_

*Describe street or portion of street you wish to close (Intersection to Intersection):*

### Primary Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

### Alternate Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

### Party Specifics

Expected Number of People: \_\_\_\_\_

Live Music? Yes No

L i q u o r ? B Y O B K E G N O N E

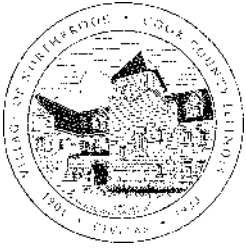
### Public Works Requests

Street cleaning before party? Yes No

*(this service is contingent upon availability of staff and equipment)*

**PLEASE NOTE: THE STREET MUST BE CLEARED WITHIN TWO MINUTES FOR ANY EMERGENCIES. THIS MEANS NO PERMANENT OBJECTS IN STREET DURING THE SCHEDULED EVENT.**

**Please submit to:** Anna Grubisich or Susan Kinney  
Northbrook Public Works  
655 Huehl Road  
Northbrook, IL 60062  
(847) 272-4711  
or FAX: (847) 272-3629



# Village of Northbrook

740 Dundee Road

Northbrook, Illinois 60062

847.272.2141

Fax 847.272.3294 [www.northbrook.il.us](http://www.northbrook.il.us)

**FIRE DEPARTMENT**

## **Northbrook Fire Department** **Block Parties and Special Events**

**ALL REQUESTS MUST BE RECEIVED BY PUBLIC WORKS TWO WEEKS PRIOR TO THE SCHEDULED EVENT FOR CONSIDERATION OF SERVICES.**

**Date of Event:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Fire Engine to Visit? Yes      No                      Approx. Time of Visit:** \_\_\_\_\_

**Approx. Number of Guests: Adults** \_\_\_\_\_ **Children** \_\_\_\_\_

**Contact Person:**

**Name:** \_\_\_\_\_

**Phone Number Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Original** to PubEd Officer

**Copy** to POC Supervisor

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**PRESIDENT**

SandraE.Frum

**BOARD OF TRUSTEES**

James A.Karagianis  
Robert P. Israel

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**VILLAGE CLERK**

Debra J. Ford

**VILLAGE MANAGER**

Richard A. Nahrstadt



# Village of Northbrook

1401 Landwehr Rd. Northbrook, Illinois 60062

847.564.2060 Fax 847.564.8390 [www.northbrook.il.us](http://www.northbrook.il.us)

POLICE DEPARTMENT

## Notice of Party, Meeting or Gathering

In compliance with Section 17.62 of the Village of Northbrook Municipal Code, notice is hereby given to the Northbrook Police Department of a scheduled party, meeting, or other type of gathering at which attendance by more than seventy-five (75) persons, and/or the outdoor musical performance by a group of three (3) or more persons is anticipated.

Specify the type of event(party, meeting, etc.): \_\_\_\_\_  
Scheduled date of the event: \_\_\_\_\_ Time: \_\_\_\_\_  
Address of the Event: \_\_\_\_\_ Northbrook, Illinois  
Owner of the Premises: \_\_\_\_\_ Telephone # \_\_\_\_\_  
Person(s) in Charge: \_\_\_\_\_ Number to attend: \_\_\_\_\_  
What type of parking control is planned? \_\_\_\_\_

Type of music: Radio      Stereo      Band      Inside      Outside  
Name of musical group performing: \_\_\_\_\_  
Name, address, and telephone number of manager/booking agent: \_\_\_\_\_

Person filing notice has been advised of Village Ordinance 17.62: Yes      No  
Signature of person receiving notice: \_\_\_\_\_

For questions, please contact the Police Department.

## Police Department Information

Officer/person receiving notice: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
Alcohol being served:      Yes      No  
General age of guests: \_\_\_\_\_  
"No Parking" cones issued: \_\_\_\_\_ Amount of Deposit: \_\_\_\_\_  
Method of Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_  
Miscellaneous: \_\_\_\_\_ n

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## **Village of Northbrook**

### **Ordinances pertaining to Parties and Gatherings**

The Northbrook Police Department is bound by law to enforce the statutes of the State of Illinois and ordinances of the Village of Northbrook. Members of the department may respond to a party for any number of reasons. Listed below are the Northbrook ordinances most commonly violated which require police response. Your attempt to abide by these ordinances will help your gathering run smoothly and uneventful.

#### **Village Ordinance 16-50 — Prohibition on Bands, Orchestras, and Amplified Sound.**

No exterior live band, orchestra, or amplified music or sound shall be allowed, except as specifically permitted, between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday, excluding the day before a nationally recognized holiday, and between the hours of 11:00 p.m. and 7:00 a.m. on Fridays, Saturdays, and the day before nationally recognized holidays.

#### **Village Ordinance 4-5(a) — Resale or Gifts of Alcohol to Non-age.**

No person, after purchasing or otherwise obtaining any alcoholic beverage, shall sell, give, or deliver alcohol to another person under 21 years of age, except in the performance of a religious ceremony or service.

#### **Village Ordinance 4-5(b) — Purchase by Non-age.**

No person under the age of twenty-one (21) shall purchase, obtain, attempt to obtain, or accept a gift of any alcoholic beverage or consume any alcoholic beverage in any establishment or other place in the Village where alcoholic beverages are available, or have any alcoholic beverage in his possession.

#### **Village Ordinance 4-5(f) — Allowing Non-age to Possess or Consume on Premise.**

No person occupying a residence shall allow another person under the age of twenty-one (21) to possess or consume alcoholic beverages at the residence.

#### **Village Ordinance 24-100 — No Parking Restrictions.**

Except when necessary to avoid conflict with other traffic, or in compliance with the directions of a police officer or traffic control device, it is unlawful to permit any vehicle to stand at any time in any of the following places:

- (1) Within twenty (20) feet of any intersection or crosswalk.
- (2) At any place where the standing of a vehicle will reduce the usable width of the roadway for moving traffic to less than eleven (11) feet.
- (3) Within fifteen (15) feet of a fire hydrant.
- (4) At any place where the vehicle will block the use of a driveway.
- (5) On any sidewalk or parkway
- (6) At any place where official signs prohibit or limit parking.

#### **Village Ordinance 17-62 — Notice of parties, meetings and other gatherings.**

- (a) Any person who owns or exercises actual control over any premise located within the Village shall give notice to the police department, as provided in subsection (c) below, of the following described function to be held in or on such premises:

- (1) Any party, meeting or gathering at which seventy-five (75) or more people are expected to be in attendance.
  - (2) Any outdoor party, meeting or gathering, regardless of the number of people expected to be in attendance, at which a musical performance by a group consisting of three (3) or more people is expected to be given.
- (b) Any band, orchestra or musical group consisting of three (3) or more people shall give notice to the police department, as provided in subsection (c) below, of any performance to be given at a function of which notice is required to be given by subsection (a) above. Every member of such band, orchestra or musical group and any manager or booking agent acting on behalf of such band, orchestra or musical group shall be liable for any violation of the provisions of this section.
- (c) The notices required by subsection (a) and (b) of this section shall be given on a form to be provided by the police department and shall include at least the following information:
- (1) Name and address of the person filing notice.
  - (2) Address of premises at which the party meeting or gathering is to be held or any musical performance is given.
  - (3) Scheduled hours of the party, meeting or gathering or of any musical performance.
  - (4) Type of parking control planned.
  - (5) Number of people expected to be in attendance.
  - (6) Name of any musical group expected to perform at the party, meeting or gathering.
  - (7) The name and address of the manager or booking agent acting in behalf of the musical group involved.
  - (8) Whether any sum of money or other valuable consideration is required as a prerequisite to attendance.
- (d) Such notice shall be delivered at least five (5) days prior to the scheduled date of any such party, meeting or gathering or musical performance. If the person required to give such notice does not become aware of any such party, meeting or gathering or musical performance five (5) or more days prior to the scheduled date, notice shall be delivered no later than twenty-four (24) hours following the time at which the person required to give notice becomes aware of such party, meeting or gathering or musical performance but in no event later than twenty-four (24) hours prior to such party, meeting or gathering or musical performance.
- (e) The notice required by this section is for informational purposes only and to enable the police department to better serve people attending the party, meeting or gathering or musical performance and to better enforce applicable laws protecting the rights and property of persons in the vicinity. It does not authorize any representative of the police department or the village to preclude any person from participating in any party, meeting or gathering or musical performance not otherwise prohibited by any other provision of this Code.
- (f) Functions and performances held or given at premises properly licensed to offer musical entertainment and to lease facilities for meetings, parties and gatherings, all public premises and all religious premises are exempt from the provisions of this section. (Code 1966, §§ 17.24.1, 17.24.2; Ord. No. 81-12, §§ 1,2,4-28-81)